



## MOUNTAINS RECREATION & CONSERVATION

Los Angeles River Center and Gardens  
570 West Avenue Twenty-six, Suite 100  
Los Angeles, California 90065  
Phone (323) 221-9944 Fax (323) 221-9934

### **Associate Landscape Architect LANDSCAPE ARCHITECT II – JOB DESCRIPTION**

The Associate Landscape Architect requires a highly motivated, responsible, detail oriented, organized individual with the ability to work independently on multiple projects and as part of a team, and has good judgment in decision making. Excellent communication skills are essential. The position requires a person who is politically sensitive and savvy and understands the legal implications of design in the public realm.

The Associate Landscape Architect prepares park designs, construction documents and specifications through construction observation, represents the agency in preparing and presenting at public meetings. The Associate Landscape Architect will have the ability to take a project from design to completion; some public sector work experience is helpful, as well as a strong interest in and knowledge of native plants.

Under the direction of the Chief Landscape Architect, the Associate Landscape Architect supervises and directs the agency's full time landscape intern. The Associate Landscape Architect assists other agency as requested (helping with park openings, assisting with park events).

### **RESPONSIBILITIES**

- Assist the Chief Landscape Architect in the implementation of Park Improvement Workprogram and Land Acquisition Workprogram.
- Review and approve plans for contracts; serve as a liaison with construction and maintenance crews, as needed
- Produce park development plans at conceptual design, schematic design, and construction document phases with both hand-drawn graphics and CAD techniques.
- Assist Chief Landscape Architect in the supervision of construction contractors and field inspections to assure compliance with project plans and specifications.
- Participate in multi-disciplinary project teams (including MRCA staff, consultants, partner agency staff, and project stakeholders) responsible for the acquisition, planning, and design of park development projects.
- Prepare Requests for Proposals/Requests for Bids, contracts, and amendments for project implementation.
- Maintain project files and project records, including documentation of and authorization for expenses, project progress, contracts and grant agreements, project budgets, contacts, board actions and all other items related to the project's development.



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- Prepare grant applications and prepare and present public presentations.
- Prepare cost estimates at various stages of design.
- Provide staff assistance and project management to the Natural Resources and Planning Division.
- Keep Chief Landscape Architect apprised of progress regularly.
- Perform related duties as required.

### REQUIRED SKILLS

- Landscape Certificate, B.L.A. or M.L.A. degree or completion of comparable studies in a program certified by the State of California State Board of Architects, Landscape Architecture Technical Committee.
- A current professional Landscape Architect license issued by the State of California, Department of Consumer Affairs is desired but not required.
- Three to four years experience in park planning, park development, or professional Landscape Architecture practice as designer and preparing construction plans.
- Creative design and planning skills. Up-to-date knowledge of sustainable building techniques.
- Ability to meet deadlines, and work with various levels of staff and the general public required.
- Strong graphics (digital and hand), written, and oral presentation skills. Working knowledge of irrigation techniques and design, Experience with material complexities and details of landscape design and construction.
- Knowledge of California native plants.
- Proficiency in AutoCAD, Photoshop, Illustrator, MS Word, MS Excel, and WordPerfect required. Ability to work with MS Project desirable but not required.
- Valid California driver's license.

**REQUIRED HOURS:** Monday through Friday, 8 hours per day, 40 hours per week; may require some weekends and overtime upon prior approval by supervisor.

**DESCRIPTION OF AGENCY:** In 1980, the California State Legislature established the Santa Monica Mountains Conservancy, a state agency, which preserves California's natural resources. The Mountains Recreation and Conservation Authority (MRCA) is a joint powers agency between the SMMC, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District. The MRCA retains local jurisdictional powers and is charged with preserving open space in the Santa Monica Mountains region.

*A public entity of the State of California exercising joint powers of the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District, and the Rancho Simi Recreation and Park District pursuant to Section 6500 et seq. of the Government Code*

